

CLASSROOM: ONLINE



Sri Lanka International Buddhist Academy
Department of English & Modern Languages
Certificate in Business English
Batch 1 / Weekend
Academic Calendar 2020/2021

Certificate Level		
Dates		Event
From	To	
28 th November 2020	30 th January 2021	Theory / Practical
06 th & 07 th January 2021		Examination

X

Naomi Subasinghe
 Head of Admissions and Examinations

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Department of English and Modern Languages
Certificate in Business English
Batch 1 / Weekend
Academic Timetable 2020/2021

Certificate in Business English

Course Duration – 75 hours (40 hours Theory+ 35 hours Practical)

Course	Lecture Days	Time	Duration	
			From	To
BCN 1	Saturday / Sundays	4 hours per day Flexible learning hours	28 th November 2020	7 th February 2021

Lecturers: Ms. Buddhi Ariyaratne
Ms. Ruwini Wickramaratne
Ms. Thilini Dissanayake

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Naomi Subasinghe
Head of Admissions and Examinations

Course Title	Certificate in Business English
Evaluation Method	Assignment- 10% Assignment- 10% Presentations – 15% Portfolio 15% Final Examination 50% (Written & Oral) 80% attendance is compulsory to sit for the final examination.
Teaching Methods	Online Lectures, Presentations, Discussions
Lecturers	Ms. Buddhi Ariyaratne Ms. Ruvini Wickramaratne Ms. Thilini Dissanayake
Pre-requisites	Students need to pass the online placement test given by the department
Course Content: Year 01 - Semester 02	
Week	Topic
01	Business Correspondence-Letter Format and Style
02	Business Correspondence-Inquiry Letters
03	Business Correspondence-Sales Letters
04	Business Discussions & Negotiations
05	Business Correspondence- E-mail Etiquette
06	Telephone Etiquette
07	Meeting Techniques-Writing a Minutes Report
08	Writing Business Reports-Part I
09	Preparing Business Advertisements
10	Writing Business Reports-Part II
11	Preparing a Media Release
12	Delivering Simple Presentations
13	Business Correspondence- Appointment Letters, Promotion and Resignation Letters
14	Meeting Techniques – Conducting Business Meetings
15	Analyzing and Discussing Graphs & Charts
16	Summarizing Business Reports
17	Presentation Skills – Business Presentations Part I
18	Presentation Skills – Business Presentations Part II
19	Writing Business Reports-Part III
20	Revision
	Oral and Written Test